

City of Cincinnati



Office of Environmental Quality

Two Centennial Plaza
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Larry Falkin
Director

Sustainability Coordinator Position Description

Overview – The City of Cincinnati, Office of Environmental Quality (OEQ) is seeking a Sustainability Coordinator. This is a highly responsible position with wide-ranging duties reporting directly to the Director of OEQ. OEQ's mission is to lead Cincinnati city government and the larger community toward sustainability and the practice of good environmental stewardship. The Sustainability Coordinator plays a key role in achieving OEQ's mission by coordinating and staffing efforts to implement the Green Cincinnati Plan, a comprehensive sustainability plan which was developed by diverse stakeholders and hundreds of citizens and has been adopted by City Council. The Green Cincinnati Plan can be viewed at <http://www.cincinnati-oh.gov/cmgr/pages/-37339-/>.

Duties, Functions and Responsibilities:

- Perform or oversee the performance of a periodic greenhouse gas emissions inventory for City Government and the city, using existing software designed for this purpose. Compare the results to the baseline inventories to monitor progress toward the City's emission reduction goals.
- Convene, facilitate and participate in stakeholder and team meetings, public hearings, and workshops as the City's Green Cincinnati Plan representative.
- Organize and solicit volunteer groups.
- Represent the City in communications with a wide range of audiences.
- Responsible for data collection, analysis and interpretation of data.
- Develop written commendations including technical reports and policy proposals.
- Track and provide updates on the City's Green Cincinnati Plan process.
- Ensure all work is in accordance with Federal, State and local regulations and policies.
- Conduct training courses related to the City's Green Cincinnati Plan and climate protection, including development of training material.
- Provide leadership, insight, and concepts in public and community relations activities.
- Coordinate and organize all aspects of special Green Cincinnati Plan events, i.e., Energy, Economics, Environment Summit.
- Develop and manage grants and contracts related to the Green Cincinnati Plan, including the Climate Showcase Communities Grant from U.S. EPA.
- Available to attend and facilitate evening meeting, events and public hearings.

Knowledge, Skills and Abilities:

- Knowledge of sustainability issues and strategies, pertaining to: energy; transportation; waste; food; land use; etc.
- Knowledge of climate change issues, global warming and greenhouse gas inventory.

- Knowledge of governmental processes.
- Knowledge of Federal, State, and local environmental laws, ordinances and policies.
- Skill in negotiating acceptable conclusions in competitive environments.
- Skill in effective oral and written communications.
- Ability to establish and maintain effective working relationships with individuals and groups of varied interests and backgrounds.
- Interpersonal skills to interact with City Council, City departments, outside organizations and volunteers.
- Knowledge of budgeting and purchasing processes.
- Knowledge of project management and internal concepts and practices.
- Skill in data research, collection and analysis.
- Ability to work with minimal supervision to undertake tasks.
- Skill in facilitating, planning and organizing meetings and events.
- Desirable: Knowledge of the City's Green Cincinnati Plan and its practical application.

QUALIFICATIONS:

Required:

- Drivers License.
- Passion for Sustainability Efforts.
- Strong Oral and Written Communication Skills.

Preferred:

- 4 year college degree in a field of study relevant to promoting sustainability.
- 3-5 years of professional experience performing work that promotes sustainability.

COMPENSATION/BENEFITS:

The Sustainability Coordinator position is classified as a full-time temporary contract position. Salary will be in the range of \$20-\$25/hour. Schedule will be 40 hours/week including some evening and weekend commitments. Grant funding is in place to ensure the continuation of the position for 3 years. Contract employees do not receive City benefits.

TO APPLY: Cover letter and resume must be received by close of business on Friday, April 23, 2010.

Email to: larry.falkin@cincinnati-oh.gov; or

Mail to: Larry Falkin, Office of Environmental Quality, 805 Central Ave., Suite 320, Cincinnati, OH, 45202; or

Fax to: (513) 352-6995